

MEMO# 7544

January 11, 1996

(1)1996 MEETING PARTICULARS (2)MEETING AGENDA FOR JANUARY MEETING (3)OCTOBER MEETING SUMMARY

January 11, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 3-96 RE: (1)1996 MEETING PARTICULARS (2)MEETING AGENDA FOR JANUARY MEETING (3)OCTOBER MEETING SUMMARY

The next meeting of the Transfer Agent Advisory Committee will be held on January 26, 1996 at USAA's McDermott Conference Center. Attached is a copy of the proposed agenda for the meeting. Also attached is a summary of the October, 1995 Transfer Agent Advisory Committee meeting. If you have any additional topics to add to the proposed agenda or to the Breakfast Shop talk discussion topics, please call Justine Phoenix (202/326-5850) as soon as possible. Our experience indicates that if discussion topics are listed in advance the value of the discussion is considerably enhanced. January 26 Meeting - San Antonio, Texas On December 21 Transfer Agent Advisory Committee Memo 63-95 was sent to committee members with details on the January meeting in San Antonio. Committee members are asked to fax their response forms as soon as possible. Please fax this form regardless of whether or not you are attending the meeting. April 24 Meeting - Washington, DC The April 24, 1996 meeting will be held at the offices of the Investment Company Institute from 8:30 am to approximately 3:00 PM. A block of sleeping rooms has been reserved on April 23 at the Hay Adams Hotel at the rate of \$190 single/double. The hotel is located at One Lafayette Square in Washington, DC. Please call the hotel directly at 202/638-6600 to make reservations and be sure to mention the Investment Company Institute when making your reservations. On April 23, the TAAC dinner will be held at the Old Ebbitt Grill located at 675 15th Street, NW. In February, a memo with further details and a response form will be mailed to committee members. For Operations Committee members: Please note that the Operations Committee will be meeting at the ICI on April 25, the day after the TAAC meeting. You may extend your stay at the Hay Adams at the ICI rate of \$190 for the evening of April 24 if you also plan to attend the Operations Committee meeting. Information regarding this meeting is forthcoming. July and November, 1996 Meetings - Washington, DC The July 18 and November 7 meetings will also be held at the ICI. A block of sleeping rooms has been reserved for committee members at the Willard Inter-Continental Hotel for the evenings of July 17 and November 6. Please call the hotel directly at 202/628-9100 to make your reservations. The Willard is located at 1401 Pennsylvania Avenue, NW. The room rate is \$185 single/double. If you have any questions regarding this information, please contact Justine at 202/326-5850. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/ Chair - Transfer Agent Advisory Committee

Transfer Agency Attachments

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